MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Donations		
Policy Number: ADP 08	Standards/Statutes: ARM 37.27.120	
Effective Date: 01/01/02	Page 1 of 2	

PURPOSE: To describe how donations will be accepted and utilized.

POLICY: Donations will be accepted from groups, associations and individuals to be used

for patient needs.

PROCEDURE:

- I. When monetary donations are received they will be deposited into the patient donation account.
 - A. A thank you will be written and sent by the Administrator or his designee to the person or organization making the contribution.
 - B. The donation (usually in check form) will be given to the Administrator to be deposited in the patient donation account.
- II. Requests for use of monies in the patient donation account will be brought to the management staff.
 - A. All staff members are invited to make suggestions for expenditure of the funds.
 - B. The management team will review expenditure requests.
 - C. The management team will determine determination of the most effective use or greatest need.
- III. At times other types of donations, such as restaurants giving sandwiches or breakfast meals, books, etc. are received for patients.
 - A. A thank you will be written and sent by the Administrator or his designee to the person or organization making the contribution.

- IV. Patient's family/friends request to donate food substances for the facility to give as special treats for patients.
 - A. MCDC is unable to accept any food items brought in by families or the general public.
 - 1. When a request is made to bring food into the facility, explain that we are not allowed to accept food donations and suggest that a monetary donation be made and that MCDC will purchase the treat for the patients in the giver's name. Ask the giver if they have a specific treat that they would like for us to purchase.
 - 2. Notify either the facility Administrator or the Support Services Supervisor of the donation, giver's name and address, the name of the patient whose family is making the donation and the specific treat requested.
 - 3. Give the check or money from the family to either the Administrator or Support Services Supervisor who will make arrangements to purchase and present the treat.
 - 4. A thank you card will be written and sent by the Administrator or his designee to the person making the donation.

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